11th QS-APPLE

ELEVENTH QS ASIA PACIFIC PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION

Organizing partner:

RMIT UNIVERSITY

11th QS-APPLE Conference and Exhibition

25 – 27 November 2015

MELBOURNE CONVENTION EXHIBITION CENTRE

Melbourne, Australia

EXHIBITOR'S MANUAL

11th QS-APPLE

ELEVENTH QS ASIA PACIFIC PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION

Organizing partner:

RMIT UNIVERSITY

EXHIBITOR'S MANUAL

Name of Company (Exhibitor):

_____

Name of Contact Person:

_____

Company Address:

_____

_____

Telephone number: _____ Fax number: _____

E-mail address: _____

We acknowledge receipt of the Exhibitor's Service Manual for
"11th QS-APPLE 2015" Exhibition

_____ _____

Signature / Company stamp Date

Please return this page by fax or email upon receipt of this Exhibitor Service Manual to:

11th QS-APPLE 2015
QS Asia Quacquarelli Symonds Pte Ltd
20 Sin Ming Lane # 02-61
Midview City, Singapore 573968
Tel: (65) 6457 4822 Fax: (65) 6457 7832

Attention: Ms. Lena Tan
Email: lena@qs.com

CONTENT

The Exhibitor Manual outlines all of the logistical details that will help you to have the most productive exhibiting experience. There can be a lot to do- but the information provided will help you plan your participation in the upcoming 11th QS-APPLE 2015 Exhibition in a timely, cost-effective manner.

You should have a full set of the Exhibitor Service Manual, which comprises of the following:

INFORMATION / SCHEDULES
Contact details
Checklist
Exhibition Hall Floor Plan
General Information
In-Hall Operations Schedule
Rules & Regulations

APPENDIX
Exhibitor Profile Form
Complimentary Delegate Registration Form
Hotel reservation forms
Fascia Name Form (Moreton Hire)
Electrical Hire Form (Moreton Hire)
Furniture Hire Form (Moreton Hire)
Furniture & Accessories Catalogue (Moreton Hire)
Benefits of using Agility
Materials Handling Form (Agility Fairs & Events)
Transport Quote Request Form (Agility Fairs & Events)

Note:
Exhibitors are strongly recommended to study the contents of this Exhibitor Service Manual carefully and act on all relevant matters promptly so that your requests can be processed smoothly. Please remember to make a copy of the orders forms for your reference before submission.

ORGANIZER: -

QS Asia Quacquarelli Symonds Pte Ltd
20 Sin Ming Lane # 02-61
Midview City, Singapore 573968
Tel: (65) 6457 4822 Fax: (65) 6457 7832

Ms Lena Tan
Events Manager
Tel: (65) 6457 4822
Fax: (65) 6457 7832
Mobile: (65) 9005 4254
E-mail: lena@qs.com

Ms Amelia Yeo
Events Executive
Tel: (65) 6457 4822
Fax: (65) 6457 7832
Mobile: (65) 9099 8917
E-mail: amelia@qs.com

For all enquiries on technical matters and on-site operations, please contact:

OFFICIAL STAND BUILDER / CONTRACTOR:

MORETON HIRE
107 William Angliss Drive Laverton North VIC 3026
PO Box 116 Duke St Altona North VIC 3025

Rikki Roberts
Account Coordinator
Tel : +61 03 9300 5765 Fax: +61 03 9300 5733
Email: rikki.roberts@moreton.net.au

www.moreton.net.au

OFFICIAL FREIGHT FORWARDER:

Agility Fairs & Events
28-32 Sky Rd
Melbourne Airport VIC 3045

Madison Merrett
Event Logistics Specialist
Tel: +61 3 9330 9013 Fax: +61 3 9330 3337
E-mail: mmerrett@agility.com

11th QS-APPLE

ELEVENTH QS ASIA PACIFIC PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION

Organizing partner:

RMIT UNIVERSITY

CHECKLIST

IMPORTANT

All compulsory forms must be completed and returned by exhibitors, even if the services are not required or not applicable. For services not required, simply indicate **"Not Required / Not Applicable"** across the forms.

Late submission of forms will result in non-guarantee of requested services

Exhibitors who purchase spaces after the stipulated deadlines are to return the forms **immediately.**

Orders are valid only when accompanied with payment received in **FULL**.

Orders without payment will not be entertained.

S/N	DESCRIPTION	SUBMISSION DEADLINE
1	Exhibitor Profile Form	26 October 2015
2	Request for Freight Forwarding Services	Kindly contact Agility (Madison) for exact deadlines
3	Hotel Reservation Form	Kindly refer to hotel booking form for exact deadlines
4	Complimentary registration form (Registration fee waived based on sponsorship entitlement)	16 October 2015
5	Fascia Name Form	26 October 2015
6	Electrical Hire Form	26 October 2015
7	Furniture Hire Form	26 October 2015

GENERAL INFORMATION

THIS EXHIBITOR'S SERVICE MANUAL FORMS A PART OF THE TERMS & CONDITIONS STATED IN THE CONTRACT FORM.

1. Venue

Melbourne Convention Exhibition Centre
1 Convention Centre Place
South Wharf Victoria
GPO Box 777 Melbourne
Victoria Australia 3001
Tel : + (03) 9235 8307 Fax: + (03) 9235 8101
mcec.com.au

Venue Contact Person
Exhibitor Services Department, MCEC
Tel: +(03) 9235 8110
Email: exservices@mcec.com.au

2. Operations/Event schedule

Build-up	:	24 November 2015 00:01 – 12:00 *(Official contractor: MORETON HIRE)*
Exhibitor registration & move-in	:	24 November 2015 14:00 – 18:00
Exhibition	:	25 November 2015 08:30 – 18:00 26 November 2015 09:00 – 17:00 27 November 2015 09:00 – 14:00
Teardown	:	27 November 2015 14:00 – 16:00

3. Admission

25 November	Open to delegates
26 November	Open to delegates
27 November	Open to delegates

4. Stand cleaning

The Organizer provides general cleaning of stands and gangways. All exhibitors are responsible for their own removal of bulky stand materials or crates/pallets during exhibition build-up and teardown. Exhibitors are reminded not to obstruct the gangways with their exhibits during the build-up. The Organizer reserves the right to invoice any exhibitor for any removal of excessive stand materials that are left behind by them. No crates, cartons or packing materials are allowed behind exhibitor's booths along the walls of the exhibition hall.

5. Indemnity

The exhibitor will be responsible for all damage caused either to the venue or any other part of the complex by any person in attendance at the event on behalf of the exhibiting entity (other than those under the control or direction of MCEC) or any contractors engaged by the client for the event and the exhibitor must immediately pay MCEC, on demand, the cost of rectification of any damage.

6. Security

General hall security will be provided by QS Asia during the build-up, event days & teardown. However, the MCEC is not able to provide guaranteed protection against theft. It is the responsibility of the exhibitors to ensure that their valuables, i.e. money, handbags and wallets are kept in lockable cupboards (out of sight and reach) and are removed from the hall daily. The exhibitor is fully responsible for any item lost or stolen at their own booth and it is the exhibitor's responsibility to contact the police to make any report.

7. Insurance

Please be advised that the exhibitor is responsible for any injury sustained by any person(s) while working or visiting the booth during this period. All exhibitors are advised to take up insurance coverage against theft or loss of goods and third party injury.

8. Food & beverage

MCEC have sole catering rights which means that external food and beverage requires to be approved by the venue. Please contact the Exhibitor Services team on 03 9235 8110 for more information.

If you would like to organize catering for your stand, please follow this link to the Stand Catering and Beverage order form http://mcec.com.au/plan-an-event/exhibiting/. Order forms must reach MCEC by 4 November 2015 (14 days prior to event date).

9. Power supply & general lighting

The Organizer will provide general hall lighting during the exhibition period.
Supplies to stands will be switched off at source 30 minutes after the exhibition closes each day. Exhibitors requiring 24 hours supply must indicate their request in writing. Any additional costs incurred will be borne by the exhibitor.

10. Electrical installations & fittings

Please note that only the official stand-builder/technical Services Provider can execute electrical wiring/fittings in the booths/hall.

Exhibitors and independent contractors must note that **all power outlets are for single machine/product use**. These power outlets are not allowed to be used for illumination purposes (e.g., spotlights/downlights affixed in existing display showcases, etc.).
USAGE OF MULTI-PLUGS AND EXTENSION CORDS IS STRICTLY PROHIBITED.
All space-only stands need to order for main power from the official contractor, Moreton Hire

The Organizer reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe.

11. Lifts

Passenger lifts are not to be used for transporting freight or equipment and furniture including tables, chairs, boxes, etc. The use of trolley is prohibited in the passenger lifts.

12. Exhibitor badges

Each exhibition booth will be entitled to complimentary exhibitor badges, based on package entitlement. Badges **must be worn at all times** during this period. For security reasons, all badges are **strictly non-transferable**.

13. Exhibitor Profile in QS-APPLE Conference Program Book

All exhibitors will receive a free 50-word profile listing in the Conference Program Book.

This book is the official conference program and exhibition guide. Every delegate will be given a copy of the Conference Program Book and it will be circulated in the press and distributed widely for publicity purposes.

Please email your profile within a week upon receipt of email confirmation to Ms Amelia Yeo at amelia@qs.com.

14. Freight Forwarding

Agility Fairs and Events has been appointed the official logistics provider for the 11th QS Apple Conference & Expo.

Agility specialises in exhibition freight forwarding - both domestic and international. Agility can ensure that your product, display & merchandise are in the right place, at the right time, providing a complete transport, materials handling & storage service. Agility provides a complete service including monitoring of freight from your door step right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using Agility, your goods will automatically be delivered to your exhibition booth.

Agility Fairs & Events offers the following services:

- All local, interstate and international transport services including delivery onto each exhibitors' stand at the venue.
- Storage of early consignments, packing materials during the exhibition and storage after the exhibition
- For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor's requirements.

Prior to the show, Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries please contact:

Madison Merrett (Event Logistics Specialist)
Agility Fairs & Events
28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045
Tel: +61 3 9330 9013 Fax: +61 3 9330 3337
E-mail: mmerrett@agility.com

As the show bumps in / out on very tight parameters and deliveries will not be accepted at the venue earlier, we highly recommend using Agility as their service is door-to-stand and they work weekends and outside normal business hours. Please refer to the insert "Benefits of using Agility" which outlines the services provided and will assist you in making an informed decision.

ONSITE MATERIALS HANDLING:

Exhibitors or their stand-builders requiring a forklift during move in or move out, must pre-book these services in advance with Agility.
To avoid disappointment, you must complete the MATERIALS HANDLING FORM (included in this manual) and return it to Agility at least 1 week prior to the show.

Agility will be operating a forklift service during bump in and bump out to assist exhibitors requiring forklifts, pallet jacks and flatbed trolleys. These are provided free of charge by QS Asia as a service to exhibitors.

Please see the Agility staff at the loading dock for assistance. Forklifts are operating during the following times only:

MOVE IN:
Tues 24 Nov 2pm – 6pm

MOVE OUT:
Fri 27 Nov 2pm – 4pm

STORAGE:

There will be on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition.

Exhibitors may not leave boxes and packing material in the exhibition display area during the show. If required, Agility can arrange off-site storage at a cost of $44.00 per m3 or part thereof.

Please note:

- If you are using your own transport company, Agility cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.

- Agility Fairs & Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, cranage, forklift, porterage, clearance, delivery, storage, positioning and all other onsite services.

Why should you use Agility Fairs & Events? Refer to the *'Benefits of Using Agility'* document attached.

15. Accommodation & Airport Transfer

QS-APPLE has negotiated for special rates with our two official hotels that are within proximity of the conference venue. To enjoy this special rate, please select from the two hotel options, complete and return the reservation form to the hotel directly with the contact details given on the form itself.

Please refer to the list of official hotels here:

- Hilton Melbourne
- Crown Metropol Melbourne
- DoubleTree by Hilton Melbourne

Please note the deadline on the reservation forms. All late bookings will be subject to availability at a higher room rate.

16. Passport Validity

Prior to your travel, please ensure your passport has a validity period of at least six (6) months from the date of entry and a valid visa (if applicable) to Australia.

17. Visa

Unless you are an Australian or New Zealand citizen, you will need a visa to enter Australia. All other passport holders must apply for a visa before leaving home. You can apply for a range of visas, including tourist visas and working holiday visas, at your nearest Australian Consulate. You can also apply for certain types of visas online.

Tourist visas

A tourist visa is for people visiting Australia for holidays, sightseeing, social or recreational reasons. This includes visiting relatives and friends, or for other short-term non-work purposes.

There are a number of tourist visas available for people wishing to visit Australia as a tourist.

- Tourist Visa
- Electronic Travel Authority (ETA)
- eVisitor.

These visa options can allow for stays of up to three, six or twelve months. Visas are available from Australian embassies, high commissions, and consulates as well as online.

The ETA and eVisitor can be applied for online.

To find the most suitable visa, check eligibility, or find out about visa extensions, visit the Department of Immigration and Citizenship website.

Should you require an invitation letter to facilitate your visa application, please write to register@qs-asia.com with the following information:

Salutation:

Full Name:

Designation:

Department (if any):

Organization:

Country:

IN-HALL OPERATIONS SCHEDULE

BUILD-UP PERIOD	DATE	TIME
Exhibitor registration & move-in	24 November 2015	14:00 – 18:00

EXHIBITION OPENING PERIOD	DATE	TIME
Exhibition	25 November 2015	08:30 – 18:00
Exhibition	26 November 2015	09:00 – 17:00
Exhibition	27 November 2015	09:00 – 14:00

TEAR-DOWN PERIOD	DATE	TIME
Exhibitor moves out of the hall / Teardown	27 November 2015	14:00 – 16:00

**The above timing is accurate at time of print and is subject to change.*

Note:

No late work is permitted. Independent stand fitting contractors must complete their work according to scheduled list. Overtime work may not be permitted, and if permission is sought from the Organizer, the contractor has to pay the hall owner the required overtime charges.

All exhibits must be in place by 18:00 - 24 November 2015. Please have all crates and cartons unpacked rapidly so they may be removed to storage to keep the aisles clear.

Exhibitors may begin to pack materials, supplies and literature when the exhibit closes on 27 November 2015 at 14:00. It is strictly forbidden to begin dismantling before this hour.

All display materials must be cleared from the exhibit hall by 18:00 - 27 November 2015. Should an exhibitor fail to remove their exhibit, the Organizer reserves the right to remove it at the exhibitors' expense.

Should exhibitor be engaging third party contractor, the set-up timing is from 14:00 – 18:00 for noisy work the set-up can continue during daylight hours, subject to complying with "no noise" (drilling, hammering, cutting etc) rule and ensuring the exhibition area is maintained clean and in an orderly manner.

18. INTERNET ACCESS

Complimentary Internet access will be provided for delegates at exhibition area throughout the whole event. However, should you require high speed internet, please visit http://mcec.com.au/plan-an-event/exhibiting/ and download the Business support, technology and communications order form for more information or contact the Exhibitor Services team on 03 9235 8110.

RULES & REGULATIONS

The rules and regulations listed below are designed for the protection of all exhibitors. Exhibitors and their appointed agents/contractors must observe the rules and regulations stated in this Exhibitor Manual.

DEFAULT IN OCCUPANCY

Any exhibitor failing to occupy the contracted space is not relieved of the occupation or payment of the full rental of such space. All display systems and equipment/products must be installed and completed by 18:00 - 24 November 2015. Unoccupied space may be repossessed by the Organizer for any purpose as it may see fit. Failure to notify the Organizer of cancellation in advance will cause exhibitor to lose priority for exhibition space.

RESELLING / USE OF SPACE

The exhibitor may not assign, sublet or resell, in whole or in part, their contracted space without prior permission from the Organizer. The contracted exhibitor may share this space with affiliated co-exhibitors, providing that the primary identification on the structure is that of the primary exhibitor. All co-exhibitors must comply with all exhibitor conditions and rules and regulations. The contracting exhibitor will be primarily liable for all financial and performance covenants to all parties involved.

VIOLATIONS AND PANELTIES

The Organizer may, at its discretion, reduce priority points for violation of these rules and regulations. In addition, substantial violations of any of these rules and regulations by the exhibitor shall make the exhibitor liable to forfeit their payment to the Organizer. It is to the exhibitor's advantage to contact the relevant parties prior to arriving on exhibition site for all queries.

Upon evidence of any substantial violation, the Organizer may enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages, which the Organizer may thereby incur.

THE ORGANIZER RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXHIBITION AND IN FAIRNESS TO ALL EXHIBITORS.

LIABILITIES

The exhibitor assumes the full financial liability for damage to the facility or neighboring exhibits caused by the construction of the exhibitor's third party stand structure (other than by MORETON HIRE)

The exhibitor may not apply paint, lacquer, adhesives or other coating to columns, walls or floors of the venue or material provided by the official stand builder on rental basis.

In the event that any part of the exhibit hall or material is destroyed or damaged the organizer reserves the right to cease permitting any exhibitor to occupy the assigned space during any period of the exhibition. In the event that occupation of the assigned space during any period of the exhibition is prevented by strike, acts of nature, national emergency or other causes beyond the

control of the organizer, the exhibitor hereby waives any claim against the organizer, including a refund of rent paid for the period it was prevented from using the space.

LIMITATION OF LIABILITY / INSURANCE

The organizer would like to remind the exhibitor of the limits of liability as agreed to on the original signed contract for exhibit space.

The Sponsor assumes responsibility and agrees to indemnify and defend QS and the venue owner and their respective employees and agents against any claims or expenses arising out of the Sponsor's use of the event premises.

The Liability for the Sponsor for any breach of this Agreement, or arising in any other way out of this Agreement, will not extend to any incidental or consequential damages or losses including (without limitation) loss of profits.

In any event, the Conference Organizer accepts and agrees that the maximum liability of the Sponsor under or otherwise in connection with this Agreement shall not exceed the sponsorship amount payable by the Sponsor under this Agreement. However if it is determined that any damage or losses have taken place because of negligence of the sponsor/exhibitor to adhere to the guidelines set in this document, then the sponsor assumes responsibility of such damages or losses. However to avoid such a circumstance it is advisable for the sponsor to take out a single show/exhibition insurance policy at its own cost.

FILM AND AV DEMONSTRATIONS / CENSORSHIP / COPYRIGHTS

It is the responsibility of the exhibitor who wishes to play audio/visual material at their booth to secure the necessary copyright permit if necessary. The organizer bears no responsibility for any legal actions, fines, litigation, etc. incurred by any exhibitor who has not obtained the said permit.

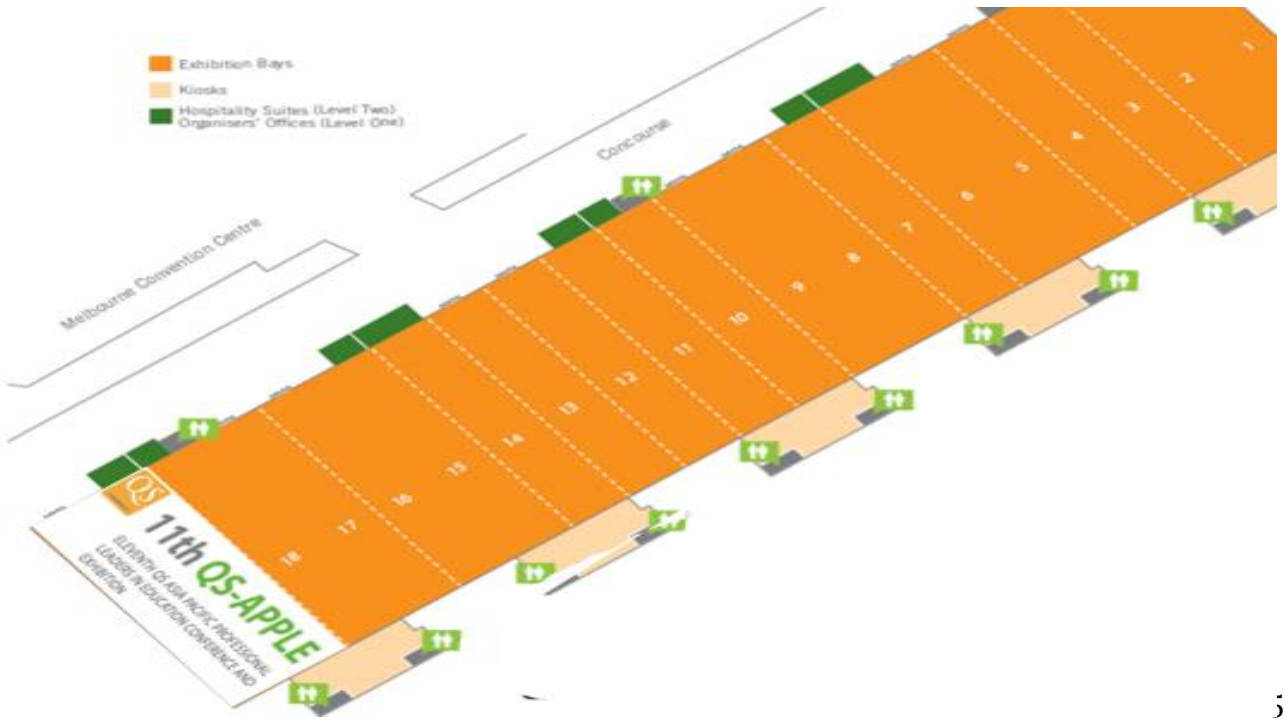
Sound levels must be set at a level that will not interfere with or annoy other exhibitors. The organizer reserves the right to reduce the sound level and/or switch off any audio/visual display that causes complaints. The organizer's decision is final if such a dispute arises.

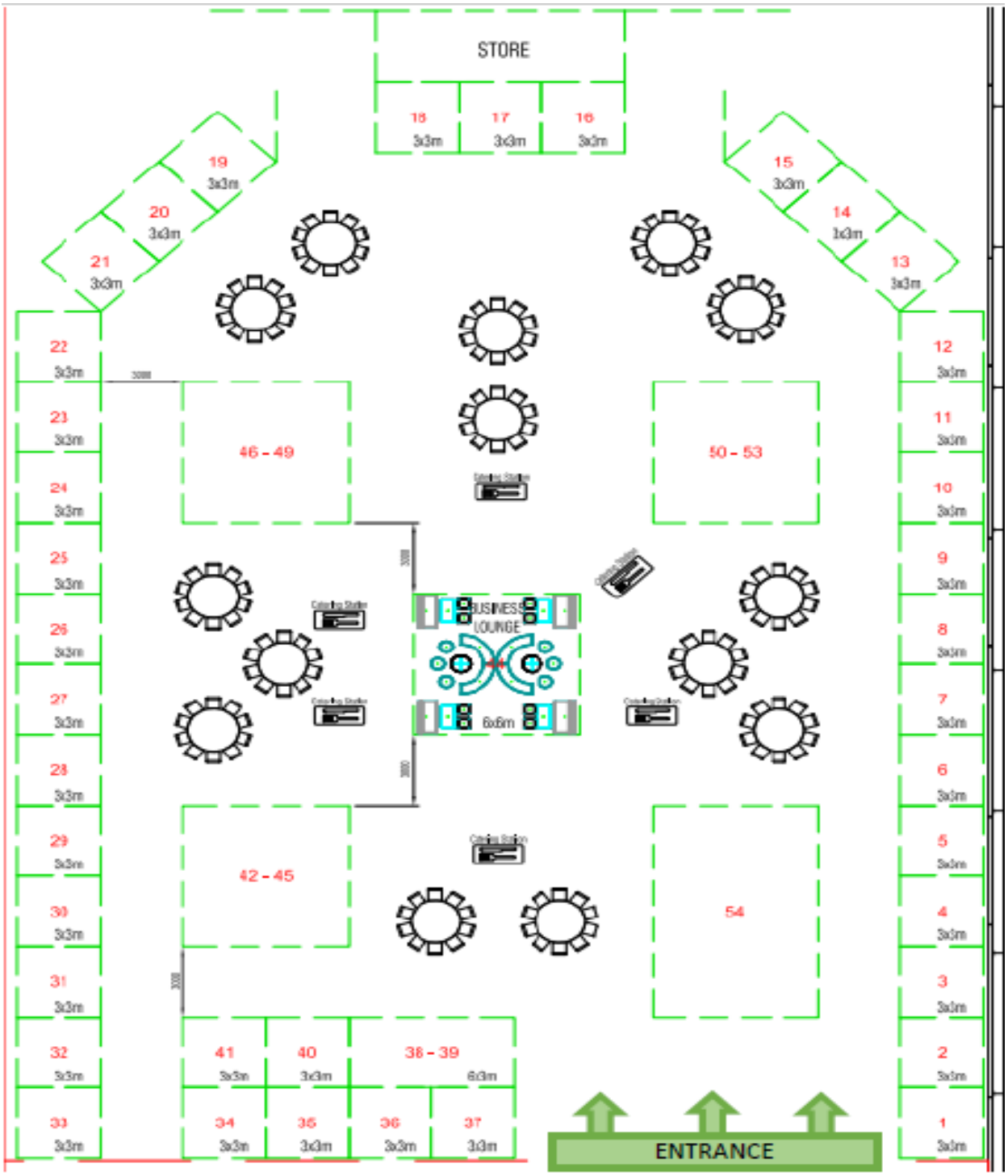
PROMOTION DURING THE EXHIBITION

Exhibitors are not permitted to place stickers, signs or posters anywhere in the hall other than within their own stand. Likewise, exhibitors' representatives are not allowed to distribute brochures, pamphlets, etc. along the gangways, near entrances/exits and lifts. The organizer and venue owner have the right to remove anyone flouting this order.

PLENARY and PARALLEL SESSIONS (LEVEL 2)

EXHIBITION FLOOR PLAN (GROUND LEVEL)
BOOTH LAYOUT PLAN




STORE
18 3x3m
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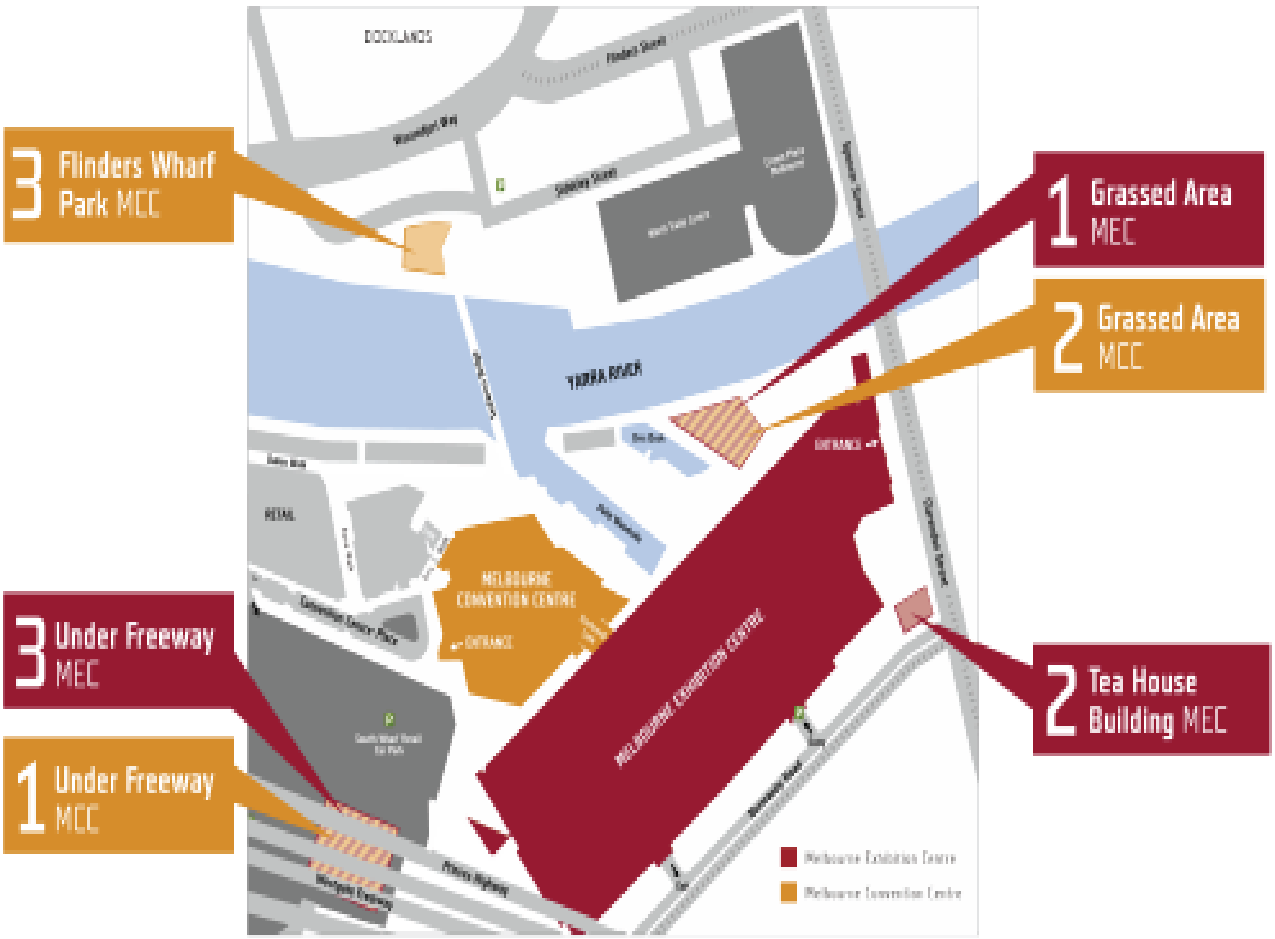
5 3x3m
4 3x3m
3 3x3m
2 3x3m
1 3x3m
46 - 49
50 - 53
42 - 45
54
41 3x3m
40 3x3m
38 - 39 6x3m
34 3x3m
35 3x3m
36 3x3m
37 3x3m
BUSINESS LOUNGE
6x6m
ENTRANCE

Emergency evacuation assembly areas

In case of an emergency, wardens will guide you to the most appropriate evacuation point.

Area	1 Primary evacuation assembly point	2 Secondary evacuation assembly point	3 Tertiary evacuation assembly point
Melbourne Convention Centre (MCC)	Under the freeway between the South Wharf car park and Normanby Road	Grassed area beside Orrs Dock in front of MEC, opposite Yarra doors 1&2	Flinders Wharf Park – northern side of the Yarra River over Seafarers Bridge
Melbourne Exhibition Centre (MEC)	Grassed area beside Orrs Dock in front of MEC, opposite Yarra doors 1&2	Tea House Building	Under the freeway between the South Wharf car park and Normanby Road

Note: The evacuation assembly points are subject to change at the discretion of the chief fire warden, depending on the location of the emergency, type of emergency, crowd density and wind conditions.



EMERGENCY EVACUATION PROCEDURE

Fire, medical and security emergencies - Kindly dial ext. 6666 (or 9235 8333 from any phone)

In any emergency notify your event security provider immediately, or dial 6666 internally from the nearest wall phone. Melbourne Convention and Exhibition Centre Security Control Centre will dial 000 to co-ordinate emergency service response as required.

For non-emergency security enquiries dial ext. 8333 (or 9235 8333 from any phone).

Fire

Familiarize yourself with the nearest fire exit and follow the warden's instructions. Do not use the lifts. Only trained security personnel or wardens may use fire extinguishers if it is safe to do so.

Medical emergencies

In any medical emergency notify your event security or first aid provider immediately, or report first aid/medical incidents to the Security Control Centre by calling either of the emergency phone numbers provided.

Evacuation Alarms

In the event of an emergency one of two alarms may sound.

Alert alarm: "Beep! Beep! Beep!"
The alert alarm is operated from the building's emergency warning intercommunication system. It is designed to alert everyone in the vicinity of a possible emergency. This is only a warning alarm – if it sounds please standby for further instructions.

Evacuation alarm: "Whoop! Whoop!"
The evacuation alarm is designed to notify all occupants that an evacuation is necessary. When the evacuation alarm sounds all occupants will be directed by wardens to leave via the emergency exits. Everyone must follow directions issued by the wardens and meet at the nearest evacuation assembly area.

SMOKING POLICY

Smoking is prohibited in all public areas, inclusive of foyers, registration counters, meeting rooms, Organizer's office, restrooms, hospitality lounges and exhibition halls.

PHOTOGRAPHY OF EXHIBITS

Photography of exhibits and displayed equipment (other than your own) is strictly prohibited. Please note that other exhibitors have the right to request for photographs not to be taken without prior permission.

Audio/tape recordings within the exhibit hall or meeting rooms are prohibited. The appointed photographer by the Organizer and the press are exempted from this rule.

STORAGE

The Organizer will provide designated storage behind the exhibition hall for any packing cases, surplus materials or other properties of the exhibitor. Exhibitors are to ensure that their surplus materials and packaging materials are stored in an orderly manner in the designated storage area behind the exhibition hall, so as not to obstruct the emergency exit route.

Agility will have an onsite team to coordinate storage with exhibitors. Please proceed to their onsite Service Desk for assistance.

REMOVAL OF WASTE

During the build-up and teardown days of the exhibition the aisles of the hall must not be obstructed with packing and construction materials or debris. "Bare Space" independent stand contractors or stand interior decorators are responsible for removing their own building waste and off-cuts from the site at the end of each day.

At the end of the exhibition, contractors must remove from the site all the materials, especially the double-sided carpet tape used on their clients' stands, by the hours stated in the "In-Hall Operations Time-Table". Should the contractors fail to do accordingly, their performance bond funds will be used to pay for such removal by the official cleaning agency.

The Organizer reserves the right to charge any exhibitor concerned who has no Performance Bond placed with the official stand builder for removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature) on the exhibition floor. Exhibitors are advised to remind the stand contractor hired (other than the official stand builder) to remove all material before leaving the hall. *Removal of crates and/or cartons remains the responsibility of the exhibitor.*

DILAPIDATION

Exhibitors are responsible for the cost of any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents, and contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

OPERATION OF STANDS / CONDUCT AND BEHAVIOUR

All exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity that causes, or is likely to cause, annoyance to visitors or other exhibitors.

All activities of the exhibitor and the exhibiting staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition hall. This includes the distribution of leaflets, brochures, journals, etc.

FORCE MAJEURE

The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organizer. In such an event, the Organizer shall not be responsible for any loss incurred by the exhibitor directly or indirectly attributable to the elements of nature, force majeure or orders and directives by any governmental authority, and fees paid by the exhibitor, in full or any part thereof, are refundable at the sole discretion of the Organizer.

AUTHORITY OF PREMISES

In the event of any problems or disputes on-site, the decision of the Organizer, being lessee of the premises, will be final. The Organizer also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

PAYMENT OF EXHIBITION SPACE

No exhibitor may begin stand construction or move their exhibits into the hall or surrounding area until the Organizer has received full payment.

ELECTRICAL SUPPLIES AND INSTALLATION

If you require your lighting or power points to be positioned in specific locations on your stand, please contact Moreton Hire before the deadline. If you do not indicate preferences, the fittings will be fixed in positions thought appropriate by MORETON HIRE Exhibitions and Events. Any changes thereafter will incur charges.

For safety reasons and the protection of electrical installation at the exhibition premises, all power installations from source to outlet (exhibition stands) must only be carried out by the appointed Technical Services Provider, MORETON HIRE. All distribution boxes where required and deemed necessary by the technical services provider will be hung or mounted on the walls or structures of the stand. Please inform your stand contractor about the positions where such distribution boxes can be mounted. Any deviation from this regulation will only result in supplies not being switched on until the exhibitor submits in writing to the Organizer or the technical services provider to discharge us from any liability whatsoever.

The Organizer seeks your kind cooperation in this matter, as it is beneficial to all parties concerned.

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all exhibitors.

No electrical installation or fittings may be suspended from the ceiling of the hall or fixed to any part of the building structure without the prior permission from the Organizer and the venue owner. If permitted, a fee may be levied.

MORETON HIRE (in consultation of the Organizer) reserves the right to disconnect electrical supply to any installation not supplied and fitted by them from your stand, which in the opinion of the electrical/safety officer is dangerous or will cause annoyance to visitors or to other exhibitors.

Please place orders early to facilitate submission of electrical plans to the relevant authority for approval. Late or wrong orders will cause delays in the supply to your stand. Please note that the physical conditions of the exhibition, being different from those of the exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made.

Requests for any item not listed in the form can be directed to the technical services provider, MORETON HIRE

STAND CONSTRUCTION

Exhibitors and their contractors must take note and adhere to the timings for the build-up and teardown periods stated in the in-hall operations schedule when preparing and constructing their stands and exhibiting displays.

The Organizer has appointed **Moreton Hire,** as the official stand builder for all shell scheme package stands.

An exhibitor may employ a contractor of its choice to construct stand interiors and any free-standing display or fitment that may be required, subject to the following rules and regulations:

Exhibitors are responsible for the cost of restoring any damage or dilapidation to the stand structure, floor covering, light fitting, or any part thereof, caused by themselves, their agents or by any person employed or engaged on their behalf.

No additional fittings or displays, including additional name boards, covers, logos, balloons, etc., are to be attached, nailed, screwed or drilled to the stand structure provided by the official stand builder. If this instruction is ignored, the official stand builder (MORETON HIRE) reserves the right to charge the exhibitor or contractor concerned for any damage to their materials.

The official stand builder (Moreton Hire) may provide assistance in hanging or displaying exhibits on the stand structure whenever possible. Please consult them if you require their assistance. Any cost incurred will be borne by the exhibitor.

No painting, wallpapering or pasting on panels is allowed. Exhibitors who wish to have such works done on the panels must inform the official stand builder, who will provide a quotation and carry out the work. Any double-sided or adhesive tapes belonging to the exhibitor or contractor must be removed from the panels after the exhibition before leaving the premises.
No financial credit or item-exchange will be given by the Organizer or the official stand builder (MORETON HIRE) for any shell scheme package items not utilized.

SHELL SCHEME EXHIBITORS

Moreton Hire Exhibitions and Events has a complete range of furnishings, stand fittings, graphics and lighting to decorate and make your stand exclusive. **Please ensure that any standard items hired by you for the exhibition are supplied by the official contractor- Moreton Hire.**

All standard items supplied by other contractors are not authorized and may be removed from your stand. All standard items are supplied by the official contractor – Moreton Hire and are on a rental basis.

**Subject to change*

Fascia

Matt anodized aluminum frame 380mm high with white laminate infill.
One digital print lettering on white laminate infill per aisle (max. 30 characters)
Any exhibitors require having logo on their fascia will be charge as extra cost.

Electricals

Each booth will have 2x 150-watt spotlights mounted on light track inside fascia and 1 x 4amp 3 pin (Australian Standard) power socket.

Furniture

Each booth is provided with:

- 1 x Lockable cupboard (1200 x 600 x 1000mmH)
- 2 x White Stools with chrome legs
- 1 x Waste Paper Basket
- 1 x Round Dry Bar Table.

The fascia, shell schemes and plug points belong to MORETON HIRE. Any damage to this will be for the exhibitor's account. No painting of panels will be allowed unless discussed with the Organizer. If paint techniques are part of your display, MORETON HIRE will be able to supply damaged boards in order for you to do so. No holes may be drilled or hammered into any of the sections – please use double-sided tape.

Ensure that electrical products are in good working condition. Only ONE double adapter per power point is allowed. Multi-way adapters are not allowed. No venue property shall be damaged and exhibitors responsible for this will be held liable for any damages. Any item of display may not project over the frontage of the stand space or be allowed to encroach into aisles.

The following applies specifically to space-only stands: Please ensure that your display is of a high and acceptable standard. Any exhibit or process which generates noxious or toxic fumes, exhaust or smoke will not be tolerated. In the interest of the exhibition as a whole, it may be necessary to remove or alter something in a stand if the Organizer feel this action must be taken. This will be at the expense of the offending exhibitor.

Graphics and Signage

MORETON HIRE can provide you with graphics and signage's should you require any. Please do advise your requirements so that a quote can be provided for the same. Once the graphics are confirmed, the artwork needs to be sent to MORETON HIRE in Hi-Res format in order to print.

Full payment is required before the production/printing of the graphics.

Stand Boundaries and Design Restrictions

Please ensure the design of your stand befits not only your company's standards, but also those of the exhibition. Exhibition Management reserves the right to disallow stand plans and designs should they be deemed to be inappropriate. Designs must be of acceptable standard.

No exhibitor may place any display material and exhibit or allow a dividing wall or any part of their stand design and fitting beyond their contracted boundary.

All stands, irrespective of height must have at least one half of any of the frontages facing an open aisle. The maximum height allowed is 2.5 metres.

Additional Furniture, Lighting, A/V Equipment or Plants

These can be ordered directly from MORETON HIRE on the attached order form. Payment for this additional equipment will be for the customer's account and paid directly to MORETON HIRE before the event.

SERVICES GUIDE OF MORETON HIRE

Please direct any queries regarding services to:

MORETON HIRE
107 William Angliss Drive Laverton North VIC 3026
PO Box 116 Duke St Altona North VIC 3025

Rikki Roberts
Account Coordinator
Tel: 03 9300 5765 Fax: 03 9300 5733
Email: rikki.roberts@moreton.net.au
Website: www.moreton.net.au

Order confirmation & delivery

Once your order has been processed, you will be issued a MORETON HIRE invoice which is your order confirmation and must be brought to the exhibition along with proof of payment. Your order will be delivered to your stand by MORETON HIRE crew during build-up of the Exhibition.

Deadline for services orders

All orders for services must be received before **Monday 26th October 2015**
There will be a 20% surcharge for orders received after the deadline.

Payment

No services will be supplied or installed until payment is received in full.